Effective, July 5th, 2023, as previously communicated, there are updates to some advising tools that impact student documentation (comments, notes, and Appointment Summary Reports), assignments, Grade Predictor, and Target GPA. This resource is an overview of Student Advising Assignments (SAA).

For all options in this document, the first step is to log into ARIESweb with your NetID and password: https://ariesweb.colostate.edu/sites/ariesweb.search/home.aspx

**Figure 1: ARIESweb home page – select Advisee List (circled in figure 1) for access to Student Advising Assignments. In SAA, select the Home button (displayed in Figure 2) to get started.**
Figure 2: Screenshot of home page in Student Advising Assignments with menu bar numbered for explanation as follows.

1. Home – visit to return to this page from any page in SAA
2. Student - Look up a student
3. Notes Archive - back up of previous notes and select notes and advising appointments pulled from EAB Navigate. Includes link to Navigate to enter new notes and appointment summaries on active students.
4. Drop Ins – dropdown menu that includes access to SAA Drop In system, Log, Count Status by Month, and option to Add a new Student for drop ins.
6. Logout FIRST LAST NAME – button to select to logout from SAA
Notes Archive Overview

Figure 3: Screenshot showing “Notes Archive” dropdown menu in Student Advising Assignments.

Assignments Overview
Assignment Management

Figure 4: Assignment Management screen – an overview of the assignment tool in SAA
Figure 5: Advisee List - displayed with the following tabs: Active Students (Could Register), Current Students (Registered), Not Current Students, All, and About these lists.

- Active Students who are not currently enrolled or eligible to enroll in a future term are still assigned, even if they are not currently enrolled, on the other tabs.
- Current students are registered at CSU. included in an advisor’s caseload. May or may not be students enrolled in classes. Their last registered term is the current term (or after). For example, today is July 27th, so the last term is Summer 2023.
- Not Current Students are not registered.
Figure 6: Advisee List with “Details” action circled. Select “Details” per student to edit their assignment.

Assign Individual

Figure 7: Advisee Individual – lists the first student in your caseload (based on first name) and has options for assignments and obtaining more information
Mass Assign from List

Figure 8: Screenshot of “Assignments” dropdown in Student Advising Notes that highlights the “Mass Assign From List” button.

Figure 9: Mass Assign – provides the option to mass assign students by pasting a list of CSUIDs into the box and choosing the dropdown menus for Advisor and Advisor Type. This adds students in bulk to an advisor’s caseload.
Mass Removal

Figure 10: Mass Removal - provides the option to mass remove students from a caseload by pasting a list of CSUIDs into the box and choosing the dropdown menus for advisor’s name. This removes students in bulk from an advisor’s caseload.

Students who still need assignment

Figure 11: Still Needs Assignments – Displays students that do not have a "Primary Academic Advising Contact" in your associated departments. From this screen you can select Download Student List button and then assign a group of them through the Assign List of Students button.

Mass assign from list

- In Student Advising Assignments, you can create “Mass Assignments” where you assign students in bulk to an advisor, you can “Mass Remove from List” where you remove students in bulk from an advisor, or you can assign students individually to an advisor and manage an advisor’s advisee list by removing students that are no longer enrolled.
Glossary of advisor types in Student Advising Assignments

Assign Advisor

Figure 12: Image displaying dropdown menu of advisor types in Student Advising Assignments.

Degree Types – designated by a * before them.

- * Primary Academic Advising Contact - This label is for the first declared major, Concentration and options.
- * Academic Advising Contact(2nd) - This label is used for 2nd major
- * Minor Advising - This label is for Advisors that advise Minor Requirements Including Interdisciplinary Minors

Support Network – all the advisor types in the list without stars (Academic Advancement, Academic Coach, etc.)

Frequently Asked Questions about Student Advising Assignments and Navigate

When do students become "inactive" in Navigate?

- after a semester of the following criteria, students should be inactive in Navigate (note: inactive students may still display for up to two years)
• graduated and not enrolled in classes
• withdrew from CSU and told CSU
• not enrolled in classes by census
• expelled due to academic or disciplinary reasons
• all records will stay in ARIESweb longer than 2 years

Please submit a support request if you notice a student is active longer than the criteria in this FAQ.

**When do students become active in Navigate?**

• Once a student is admitted to CSU
• Note: students become “inactive” if not enrolled in classes at [Census (University Add/Drop Deadline for Most Classes)]

**What is the difference between Current and Not Current Students (as labeled in Student Advising Assignments)?**

• Current students are registered at CSU. included in an advisor’s caseload. May or may not be students enrolled in classes. Their last registered term is the current term (or after). For example, today is July 27th, so the last term is Summer 2023.
• Not Current Students are not registered

**What is the difference between ARIESweb, Student Advising Assignments, and Navigate?**

  o **ARIESweb** is front end tool created by the Registrar’s Office that connects other tools that staff use to work with students.
  o **Student Advising Assignments** keeps a record of current and non-current students and primarily serves as a tool to access historical notes and assign students to staff caseloads.
  o **Navigate** is a tool to provide accurate information on active students while providing data and analytics to track student success. Further it is a data collection tool. Records interactions with students for student scheduling, outreach and reporting (appointment summaries and notes).

**NOTE: Changes to Student Advising Assignments will continue as needed and Advising Training and Development will communicate updates through the Advising Network Newsletter and the Advising Network Team.**

**Support Requests with Advising Training and Development, and Online Resources**

• Submit a support request through the Advising at CSU website at [https://advising.colostate.edu/submit-support-request/](https://advising.colostate.edu/submit-support-request/)
• [Advising Training and Development resources](https://advising.colostate.edu/submit-support-request/)